

May 1, 2009

DEANS
DIRECTOR BOLTE
DEPARTMENT and PROGRAM CHAIRS

Dear Colleagues:

Re: 2009-10 CALL and Calendar for Academic Personnel Actions

The 2009-10 CALL for academic personnel actions is now available in Div Data, and department and divisional staff can print lists of those academics scheduled for review next year. In determining eligibility for review, [APM 200](#) provides information regarding normal periods of service at rank and step. The campus deadlines for 2009-10 reviews, which are established by the Campus Provost/Executive Vice Chancellor, appear on the [Calendar for Academic Personnel Actions](#).

Academic unit heads are responsible for making certain that there is an annual review of each faculty member in the department ([APM 220-80.b](#)). This includes examining cases of faculty members who are not included on the CALL but may be eligible for merit increase or promotion. For example, faculty at an indefinite step are not included on the CALL for a merit action although they are eligible for such a review if they will have three years of service at an indefinite step, or four years for advancement to or within Above Scale.

Likewise, academic unit heads should use this annual review to examine cases of unsatisfactory performance and of less than desirable excellence. This is also an opportune time for Chairs to discuss with faculty the importance of timeliness in turning in grades and completing narrative evaluations, and to provide guidance, feedback and mentoring as needed.

To assist you with your responsibilities in the academic review process, useful and important policy information regarding eligibility for review and advancement is detailed in the sections below according to title. The following headings are links, which will take you to the associated section.

- [Assistant Professors](#)
- [Associate and Full Professors](#)
- [Lecturers and Senior Lecturers SOE](#)
- [Continuing Appointees \(Unit 18\)](#)

I want to remind you of CP/EVC Klinger's memo of [October 17, 2008](#), which announced that the revised criteria for advancement to Step 6 and Above-Scale would be effective on our campus as of July 1, 2009. This means that 2009-10 reviews for advancement to these levels will be assessed using the revised criteria. The relevant campus academic policies have been updated accordingly.

2009-10 CALL

In addition, I want to underscore the campus's commitment to excellence and equity by emphasizing the importance of considering faculty members' contributions to diversity in the academic review process. "Teaching, research, professional and public service contributions that promote diversity are to be encouraged and given recognition in the evaluation of the candidate's qualifications." ([APM 210-1.d](#))

Please also note that the [temporary delegation of authority](#) to deans to approve greater-than-normal merit increases up to the campus off-scale salary limits is for 2008-09 review year files only. CP/EVC Kliger will assess the data associated with this temporary delegation to determine whether or not to extend the delegation; you will be notified as soon as that determination is made.

The [Campus Academic Policies and Procedures Manual](#) (CAPM), including the [Campus Delegation of Authority Chart](#), is available on the web at:

http://apo.ucsc.edu/academic_policies_and_procedures/CAPM_manual.htm.

The systemwide Academic Personnel Manual (APM) is available at:

<http://www.ucop.edu/acadadv/acadpers/apm/>.

Please review the names listed on the CALL to be sure they correspond to your records. If you discover discrepancies or have any questions, contact your Academic Personnel analyst to discuss.

Sincerely,



Pamela G. Peterson
Assistant Vice Chancellor
Academic Personnel

cc: Chancellor Blumenthal
Faculty Assistant Chung
Campus Provost and Executive Vice Chancellor Kliger
Academic Personnel Analysts
Committee on Academic Personnel
Department and Program Managers
Divisional Academic Personnel Coordinators